



COUNTY OF LOS ANGELES  
OFFICE OF THE COUNTY COUNSEL

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**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

20 December 20, 2011

A handwritten signature in cursive script, reading "Sachie A. Hamai".

SACHI A. HAMAI  
EXECUTIVE OFFICER

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**THE OFFICE OF COUNTY COUNSEL: RECOMMENDATION TO AUTHORIZE THE EXTENSION  
OF COUNTY CONTRACT NOS. 75736 AND 75737 WITH CALSERVE, INC. AND KNOX  
SERVICES, LLC FOR AS-NEEDED SERVICE OF PROCESS SERVICES**

**SUBJECT**

Authorize the County Counsel or her designee to execute amendments to County Contract Nos. 75736 and 75737 (Services Agreements) with CalServe, Inc. (CalServe) and Knox Services, LLC (Knox Services) to extend the term of each Services Agreement to February 29, 2012, with the option to further extend the term of each Services Agreement for up to two (2) one month renewal periods.

**IT IS RECOMMENDED THAT YOUR BOARD:**

Authorize the County Counsel or her designee to execute amendments to County Contract Nos. 75736 and 75737 (Services Agreements) with CalServe and Knox Services to extend the term of each Services Agreement to February 29, 2012, with an option to further extend the term of each Services Agreement for up to two (2) one month renewal periods.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Under Services Agreement Nos. 75736 and 75737 (Services Agreements) with CalServe and Knox Services, these vendors provide the County Counsel with as-needed service of process services. The Services Agreements expire on December 31, 2011.

In March 2011, the County Counsel issued a Request for Proposals soliciting proposals from vendors to provide these services. The County Counsel has received proposals and is in the

process of selecting a vendor, but will not be able to finalize and recommend a contract to your Board prior to the expiration of the Services Agreements on December 31, 2011.

In June 2011, the Board approved extension of these Services Agreements to August 31, 2011 with the option to further extend the term of the Services Agreements for up to four (4) one month renewal periods. However, we are unable to complete the solicitation process by December 31, 2011. During the evaluation process, we received a variety of responses for the proposed pricing schedule, which made it impossible to conduct a proper cost evaluation or price comparison. As a result, we had to amend the proposed pricing schedule and extend the submission deadline for prospective proposers.

These services are necessary to ensure the department's ability to provide services to our clients. It would be detrimental to the County Counsel if the Services Agreements expire prior to when the department is able to recommend a contract to your Board. In approving the recommended action, the Board is authorizing County Counsel or her designee to extend each Services Agreement to allow CalServe and Knox Services to continue to provide these services while County Counsel concludes the solicitation process.

### **FISCAL IMPACT/FINANCING**

With Board approval, the Services Agreements will be extended to February 29, 2012, with the option to further extend the term of each Services Agreement for up to two (2) one month renewal periods. Based on current usage under the Services Agreements, the estimated expenditures are \$2,911.29 till February 29, 2012 and \$2,209.23 if the two (2) one month renewal periods are exercised.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The term of each Services Agreement will end on December 31, 2011. The extension is necessary to meet the emergent need of the County Counsel's staff and to allow the department time to complete its solicitation process.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

This action is anticipated to have no impact on current services.

### **CONCLUSION**

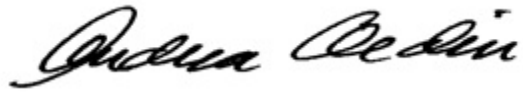
Upon Board approval, the Executive Office, Board of Supervisors, is requested to return one adopted stamped Board letter to the County Counsel.

The Honorable Board of Supervisors

12/20/2011

Page 3

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Andrea Sheridan Ordin". The signature is fluid and cursive, with the first name "Andrea" being more prominent than the last name "Ordin".

ANDREA SHERIDAN ORDIN

County Counsel

ASO:vs

c: William T Fujioka  
Chief Executive Officer

Sachi A. Hamai, Executive Officer  
Board of Supervisors